



# Standup Meeting Summary - March 9



## Date [↗](#)

Sat, 9 March 2024



## Participants [↗](#)

- Our team (Team Wombat)



## Goals [↗](#)

- To summarize feedback and questions from the recent meeting with the client, analyze the content of the user stories provided by the client, and compile a list of questions for further clarification.



## Discussion topics [↗](#)

Item	Presenter	Notes		
<b>Summary of Questions for Client Meeting Feedback</b> <a href="#">↗</a>	<ul style="list-style-type: none"><li>• All members</li></ul>	<ul style="list-style-type: none"><li>• The team reviewed and summarized the feedback received during the recent meeting with the client. This led to the identification of several critical areas requiring further discussion and clarification to ensure the project aligns with the client's expectations and needs.</li></ul>		
<b>Analysis of Client's User Stories</b> <a href="#">↗</a>	<ul style="list-style-type: none"><li>• All members</li></ul>	<ul style="list-style-type: none"><li>• <b>Details:</b> A thorough examination of the user stories sent by the client was conducted. The team discussed and interpreted the requirements, pinpointing specific aspects that were not entirely clear or potentially ambiguous.</li></ul>		
<b>Compilation of Questions for Further Inquiry</b> <a href="#">↗</a>	<ul style="list-style-type: none"><li>• All members</li></ul>	<p><b>Questions for Client Confirmation:</b></p> <ol style="list-style-type: none"><li><b>1. Web Interface for School Teachers:</b> Inquiry about the client's agreement to replace the Microsoft form with a web interface for school teachers to enter booking details.</li><li><b>2. Microsoft Calendar Integration:</b> Questioning whether the Microsoft calendar needs to be retained or if an embedded calendar interface within our booking system could serve as an adequate replacement.</li><li><b>3. Handling Double Booking/Clashes:</b> Seeking clarification on how double bookings or clashes should be prioritized and the criteria for handling such scenarios.</li></ol>		

	<p>4. <b>Data Reporting:</b> Clarification on the specific reporting needs and preferences regarding booking and user interaction data.</p> <p>5. <b>Non-Partner School Bookings:</b> Discussion on whether bookings by non-partner school teachers for self-directed tours, currently managed through Microsoft booking, should be integrated into our booking system and how this fits with the existing LER Excel recording method.</p>	
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## Planned Actions and Next Steps [↗](#)

- ✓ **Finalize Questions List:** Ensure all questions are clear, concise, and cover the necessary details for clarification from the client.
- ✓ **Send Questions to Client:** Compile the questions into a well-organized document or email and send them to the client for responses.

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## Additional Considerations [↗](#)

- **Effective Communication:** The team's effort to thoroughly analyze the user stories and compile relevant questions underscores the importance of effective communication with the client. This approach ensures that all project aspects are clearly understood and agreed upon by both parties.
- **Collaborative Problem-Solving:** The discussion and analysis of the user stories highlight the team's collaborative approach to problem-solving, ensuring that all members contribute to identifying areas that require further clarification.